Office of Science (SC) Customer Information Advisory Group (CIAG) Meeting Summary
July 10, 2002

Agenda

-- Review of Previous Action Items (Griffin)
-- Support Center Items (Campbell)
-- Facilitation of CIAG Prioritization of FY 03-07 IM Requirements (Griffin)
-- Travel Manager 8 (Afzal)
-- Electronic Proposal Processing Requirement (Griffin)
-- Performance Measures Review (Griffin)

Action Items

Previous Action Times	Status
Provide CIAG members a status report on the workstation cloning effort underway for the Executive Information Management (EIM) project. (Hughes)	Complete.

New Actions from the July 10 Meeting	Assigned To
Contact CIAG member to provide files for Office XP testing.	Gene Hughes
Send CIAG members results of AD/OD interviews.	Ted Griffin
Provide ranking sheets to Ted Griffin by COB Wednesday, July 17. (Voluntary)	CIAG
Distribute list of Travel Manager issues to CIAG.	Shahida Afzal/ TedGriffin
Provide original list of performance measure to CIAG members	Ted Griffin

Review of Previous Action Items (Griffin)

Mike Yonder gave a status report on the workstation cloning effort underway for the Executive Information Management (EIM) project. Power user images are complete and Office XP installed and tested. No problems were found, and none are expected, but further testing needs to be done on user files. CIAG members will be contacted by the development team to provide files for testing, particularly PowerPoint files, and those with customized toolbars.

The next step in this project is to install Office XP on several live user machines for testing. Once testing is complete, XP will be rolled out to everyone.

Support Center Items (K. Campbell)

The Exchange User list was reviewed with no actions.

Facilitation of CIAG Prioritization of FY 03 – 07 IM Requirements (Griffin)

The budget for this year is $7.912 million and the budget for fiscal year 2003 is $7.1 million. With requirements increasing and budgets decreasing, prioritization of IM projects is critical. Griffin interviewed Associate Directors/Office Directors (AD/ODs) from each Program Office, Drs Decker and Johnson, and Ed Cumesty, who is responsible for SC organizational and business process reengineering. The goal of the interviews was to gather AD/OD information on business objectives and IM needs of their organization and solicit input on what projects have the highest priority.

Ted Griffin provided the ranking package of SC IM project and services to CIAG members for their input. The package is also being provided to the Information Management (IM) Board, Organizational Administrators (OAs)., and SC-65 Federal staff. On August 1, Griffin will bring the Executive Steering Committee (ESC) results of the rankings and ask for final decisions on prioritization of IM projects.

The following factors could impact the ranking process, Strategic Plan, and Operating Plan, even after they are completed.

--   E-Government (E-Gov). There are 24 projects Governmentwide that make up the E-Gov project, and 20 additional related projects are being instigated by the DOE Chief Information Officer (CIO). Funding for these projects will most likely come from the IM budget.

--   Possible recommendations from Ed Cumesty, who is leading a organization re -engineering effort for the Office of Science. He will not have information or requirements to Griffin before October, so planning activities will continue with the caveat that additional requirements or direction may impact the current process.

--   Possible interface requirements between the Business Management Information System (BMIS), a DOE-corporate application being developed by the Chief Financial Officer (CFO), and the SC Financial Management System (FMIS).

--   Possible interface requirements between the Portfolio Management Environment (PME) project and IMSC.

Travel Manager 8 (S. Afzal)

The Office of Science and Office of Security (SO) are currently using the DOE corporate system Travel Manager 8. It is expected to be rolled out to the entire Department by mid-October. The system is difficult to use, has limited functionality, and many glitches. Shahida Afzal has collected and consolidated user comments in preparation for a meeting planned for Friday, July 12, 2002. The list of issues will be distributed to the CIAG.

Electronic Proposal Processing Requirements (Griffin)

Each organization is handling electronic proposals differently. CIAG members are being asked to provide a representative to a group being established to investigate the feasibility of using one process for all organizations. The OAs are also looking at this issue and Ted Griffin will coordinate with them.

This item will be discussed in more detail at the next CIAG meeting.

Performance Measures Review (Griffin)

SC-65 performance measures that are tracked monthly and annually need to be reviewed and revised if necessary. The original list of performance measures developed by the CIAG will be revisited and changes made to the current tracked measures should the group decide they are needed.

This item will be discussed in more detail at the next CIAG meeting.

Proposed 7/17/2002 Meeting Agenda

-- Review of Previous Action Items (Griffin)
-- Support Center Items (Baker)
-- Electronic Proposal Processing Requirements (Griffin)
-- Performance Measures Review (Griffin)
-- Proposed Changes to SC Business Model (Forsythe)

Meeting Attendees

Name		Organization	Contact Information
Dilworth–Chair	Greg	SC-14	3-2873
Afzal	Shahida	SC-50 (ESMT)	3-4941
Burris	Peggy	SC-5	202-586-7265
Buswell	Steve	SC-7	6-9741
Cambell	Kevin	SC-65	3-5313
Centeno	Kathi	SC-65	3-5472
Cohen	Barry	SC-65	3-5015
Flynn	Kelly	SC-65	3-3193
Forsythe	Todd	SC-65	3-6409
Griffin	Ted	SC-65	3-4602
Heneghan	John	SC-65	3-1888
Jernigan	Lori	SC-64	3-5212
Murphy	Carolyn	SC-1	6-9776
Sier	Donna	SC-22	3-4360
Stodolsky	Marvin	SC-72	3-4475
Yockman	Dick	SC-65	3-3394
Yonder	Mike	SC-65	3-9139